

## **OCCUPATIONAL GROUP: Land Management**

### **CLASS FAMILY: Real Estate**

#### **CLASS FAMILY DESCRIPTION:**

**This family of positions includes those whose purpose is to manage all aspects of state lands, rights of way, and real property acquisition.**

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#### **CLASS TITLE: Real Estate Associate**

#### **DISTINGUISHING CHARACTERISTICS:**

These positions perform entry-level work. Some positions gather information on real property via courthouse records, site visits, and direct contact with property owners; while other positions perform work in real estate transaction processing. They work under close supervision, learning the basics of acquisition, negotiation, relocation, and property management. Work is performed with more independence as proficiency is developed. Travel may be required. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Researches real property sales data from courthouse records for appraisals, verifying prices for real property through contact with the buyers and sellers.
- Assists occupants of obtained properties in finding replacement properties.
- Assists higher level staff in the selection and acquisition of building and office space required by state agencies, in the determination of fair rental value, the negotiation of leases and in finding resolutions to leasing and property management issues.
- Assists higher level staff in documenting and photographing agency locations throughout the state.
- Researches availability of property on the open market.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of theories, methods, trends, and techniques of real property acquisition, property management, and real estate markets.
- Knowledge of state and federal laws, rules and regulations as applied to real estate activities of the agency.
- Knowledge of property values, real estate financing, property management principles and salvage methods.
- Knowledge of basic math and economic principles.
- Skill in the use of a variety of desktop software for presentations, spreadsheets, graphics, and website development and maintenance.
- Ability to note errors in detailed documents.

- Ability to compile, document, and present facts.
- Ability to communicate effectively, both orally and in writing.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's Degree from a regionally accredited college or university

**Experience:** No experience required.

**Education and/or Experience Substitution:** Additional full-time or equivalent part time verifiable experience related to real estate or right-of-way work may substitute for the required education on a year for year basis.

**Certifications, Licenses, Registrations:** None.

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**CLASS TITLE: Real Estate Specialist 1****DISTINGUISHING CHARACTERISTICS:**

These positions, at the full-performance level, facilitate the acquisition of land or property; or research property information and deeds for mine permits. They speak with landowners and provide them with general information and, if necessary, relocation information and assistance. These positions may serve as lead workers. Travel may be required. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Negotiates leases and purchases, provides relocation assistance, conducts research and manages property.
- Reviews and evaluates agency leasing needs, writing related documents.
- Handles all realty related functions necessary to implement reclamation projects to restore, reclaim, abate and prevent adverse effects of coal mining practices.
- Conducts a variety of research, including courthouse records and other legal documents.
- Prepares moderately complex cost or benefit analyzes, preparing related documents.
- May testify in court or at hearings to provide expertise.
- May resolve complaints associated with property management.
- May make presentations.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of real property appraisal, real property rights acquisition, relocation assistance, property management, real estate markets and right of way engineering and surveying theories and techniques.
- Knowledge of State and Federal laws, rules and regulations, title abstracting and various types of maps.
- Knowledge of professional negotiation procedures and techniques.
- Knowledge of property values, real estate financing, property management principles, and salvage methods.

- Ability to research courthouse records.
- Ability to negotiate with property owners.
- Ability to handle all property management and/or relocation work in high volume district.
- Ability to determine fair market values of properties.
- Ability to compile, document, and present facts.
- Ability to use a computer and related software and apply mathematical formulae.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain effective working relationships.

#### **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's Degree from a regionally accredited college or university

**Experience:** One to three years of full-time or equivalent part-time verifiable experience related to real estate or right-of-way work.

**Education and/or Experience Substitution:** Additional full-time or equivalent part-time verifiable experience related to real estate or right-of-way may substitute for the required education on a year for year basis. Additional course work from a regionally accredited college or university may substitute for the required experience on a year for year basis.

**Certificates, Licenses, Registrations:** Some incumbents may be required to take the Division of Highways' course "Appraisal Principles" or one appraisal course recognized by the Appraisal Institute or the Society of Real Estate Appraisers.

#### **CLASS TITLE: Real Estate Specialist 2**

#### **DISTINGUISHING CHARACTERISTICS:**

These positions, at the advanced level, perform complex work in facilitating the acquisition of land or property or research property information and deeds. They speak with landowners and provide them with general information and, if necessary, relocation information and assistance. These positions may serve as lead workers. Travel may be required. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Performs the most complex negotiations of leases and purchases, provides relocation assistance, conducts research and manages property.
- Appraises real property to determine value.
- Handles complex realty related functions necessary to implement reclamation projects to restore, reclaim, abate and prevent adverse effects of coal mining practices.
- Applies policy governing one or more aspects of right-of-way/appraisal acquisition.
- Coordinates general transportation realty activities.
- Performs complex cost or benefit analyzes, preparing related documents.
- May be required to testify in court or at hearings to provide expertise.
- May assign work to negotiators, relocation agents, and property managers.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of real property appraisal, real property rights acquisition, relocation assistance, property management, real estate markets and right of way engineering and surveying theories and techniques.
- Knowledge of State and Federal laws, rules and regulations.
- Knowledge of professional negotiation procedures and techniques.
- Knowledge of property values, real estate financing, property management principles, and salvage methods.
- Ability to research courthouse records.
- Ability to negotiate with property owners.
- Ability to handle property management and/or relocation work in high volume district.
- Ability to determine fair market values of properties.
- Ability to compile, document, and present facts, and to use judgment in their interpretation.
- Ability to use a computer and related software and apply mathematical formulae.
- Ability to compile, document, and present facts, and to use judgment.
- Ability to communicate effectively, both orally and in writing.
- Ability to assign and review the work of others and to train staff.

## **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's Degree from a regionally accredited college or university.

**Experience:** Four to six years of full-time or equivalent part-time verifiable experience related to real estate or right-of-way.

**Education and/or Experience Substitution:** Additional full-time or equivalent part-time verifiable experience related to real estate or right-of-way may substitute for the required education on a year for year basis.

**Certifications, Licenses, Registrations:** Some incumbents may be required to take the Division of Highways' course "Appraisal Principles" or one appraisal course recognized by the Appraisal Institute or the Society of Real Estate Appraisers.

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## **CLASS TITLE: Real Estate Supervisor**

### **DISTINGUISHING CHARACTERISTICS:**

These positions perform supervisory work in real property appraisal, real property rights, acquisitions, relocation assistance, property management and right of way engineering and surveying or lease agreements for state owned lands and minerals. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Supervises staff to ensure that objectives of the work are met.

- Conducts performance evaluations; approves leave requests; provides training and work direction; interviews applicants.
- Assigns specific tasks to subordinates and various professionals.
- Coordinates lease negotiations.
- Reviews applications for stream work and administers bidding of resources.
- Writes and implements policies and procedures.
- Assigns specific tasks to subordinates and various professionals.
- Directs and coordinates activities with representatives with other divisions, agencies, representatives and public officials.
- Maintains records, prepares reports and composes correspondence.
- May be required to offer expert testimony
- May instruct courses designed to increase the level of competency of junior employees.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of real property appraisal, real property rights acquisition, relocation assistance, property management, real estate theories and techniques and right of way and space planning engineering and surveying theories and techniques.
- Knowledge of surveys, title abstracts, title documents adverse title claims, mineral interests and competitive bidding and award procedures.
- Knowledge of state and federal laws, rules, and regulations.
- Knowledge of commercial real estate principles and practices.
- Knowledge of finance fundamentals and cost structures.
- Ability to supervise personnel.
- Ability to interact with team members, both internal and external.
- Ability to use a computer and related software.
- Ability to communicate effectively, both orally and in writing.

### **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's Degree from a regionally accredited college or university.

**Experience:** Five to seven years of full-time or equivalent part-time verifiable experience related to real estate or right-of-way work.

**Education and/or Experience Substitution:** Additional full-time or equivalent part-time verifiable experience related to real estate or right-of-way work may substitute for the required education on a year for year basis. Additional course work for a regionally accredited college or university may substitute for the required experience on a year for year basis.

**Certifications, Licenses, Registrations:** Some incumbents may be required to take the Division of Highways' course "Appraisal Principles" or one appraisal course recognized by the Appraisal Institute or the Society of Real Estate Appraisers. Other incumbents may be required to have completed one appraisal course recognized by the American Institute of Real Estate Appraiser or the Society of Real Estate Appraisers by the end of the first year of employment. Some may be required to attain certain credentials within the first two years of employment to further enhance his/her ability to perform work. These credentials may include the Master of Corporate Real Estate (MCR) designation from Corenet Global and/or the Project Management Professional (PMP).